
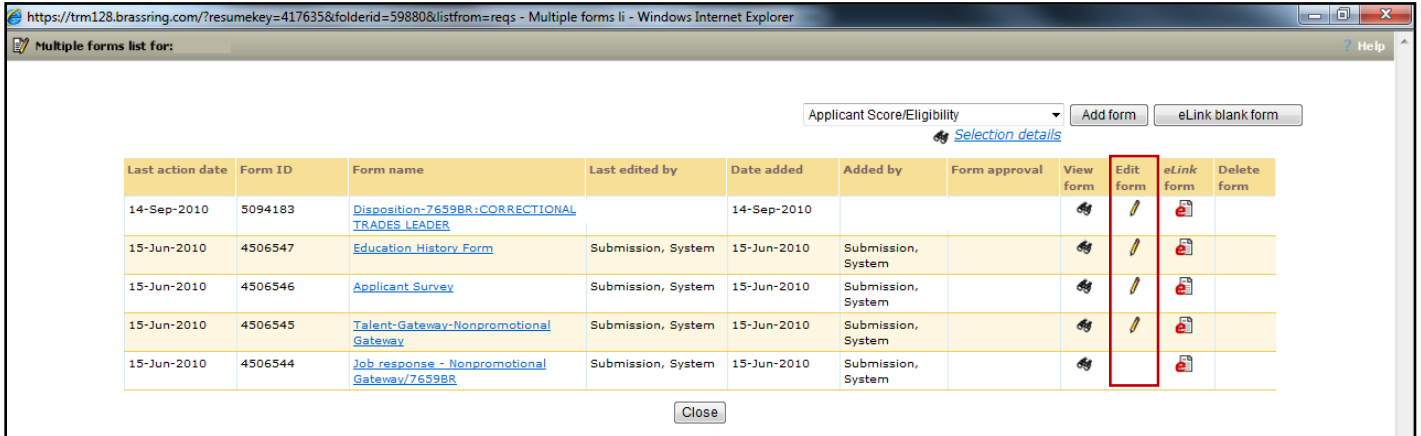






















## How to Edit a Disposition Form

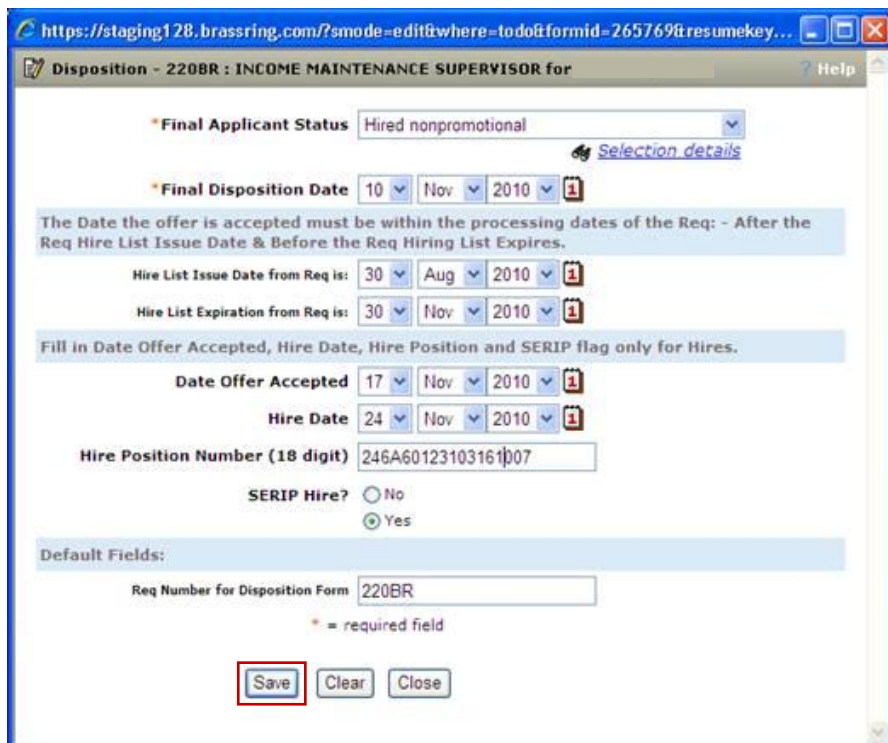
Under the forms column, click on the forms button by the name of the person you want to make changes to: 

This will bring up a list of all the person's forms. Over to the right (you might have to maximize the window) is the "Edit Form" column with pencils underneath. Click on the pencil that corresponds with the disposition form.



| Last action date | Form ID | Form name   | Last edited by     | Date added  | Added by           | Form approval | View form   | Edit form   | eLink form  | Delete form   |
|------------------|---------|---|--------------------|-------------|--------------------|---------------|---|---|---|---|
| 14-Sep-2010      | 5094183 | <a href="#">Disposition-7659BR:CORRECTIONAL TRADES LEADER</a> |                    | 14-Sep-2010 |                    |               |  |  |  |  |
| 15-Jun-2010      | 4506547 | <a href="#">Education History Form</a>                        | Submission, System | 15-Jun-2010 | Submission, System |               |  |  |  |  |
| 15-Jun-2010      | 4506546 | <a href="#">Applicant Survey</a>                              | Submission, System | 15-Jun-2010 | Submission, System |               |  |  |  |  |
| 15-Jun-2010      | 4506545 | <a href="#">Talent-Gateway-Nonpromotional Gateway</a>         | Submission, System | 15-Jun-2010 | Submission, System |               |  |  |  |  |
| 15-Jun-2010      | 4506544 | <a href="#">Job response - Nonpromotional Gateway/7659BR</a>  | Submission, System | 15-Jun-2010 | Submission, System |               |  |  |  |  |

This will bring up the editable disposition form. Make the necessary changes and **click save!**



**\*Final Applicant Status**  [Selection details](#)

**\*Final Disposition Date** 10 Nov 2010

The Date the offer is accepted must be within the processing dates of the Req: - After the Req Hire List Issue Date & Before the Req Hiring List Expires.

Hire List Issue Date from Req is: 30 Aug 2010

Hire List Expiration from Req is: 30 Nov 2010

Fill in Date Offer Accepted, Hire Date, Hire Position and SERIP flag only for Hires.

**Date Offer Accepted** 17 Nov 2010

**Hire Date** 24 Nov 2010

**Hire Position Number (18 digit)** 246A60123103161007

**SERIP Hire?** ☐ No ☒ Yes

**Default Fields:**

Req Number for Disposition Form 220BR

\* = required field

**Save** **Clear** **Close**